

## Stuttgart Installation Central In and Out Processing Facility

### **Out-Processing Frequently Asked Questions**

**When can I pick-up my clearance papers?** You can pick up your clearance papers 10 working days before your final out date.

**What do I need to request my clearance papers?** You need to fill out the out-processing questionnaire and provide a copy of your orders. (Don't worry if you don't have your orders; we can still work with you)

**I am not ARMY; do I still need clearing papers?** Yes! If you were assigned to the Stuttgart community, you need to out-process the community regardless of what service or unit you are assigned to.

**When I come in for my final out, how long will it take?** It will take about 10 minutes. One of the staff will look over your clearance papers to make sure you have all the required signatures. If correctly accomplished, we will stamp the clearance papers "complete." We will make a copy for you and send a copy to the unit.

**How long before I am leaving should I request my clearing papers?** It is ideal that you come see the CPF as soon as you find out you are leaving. However, in order to take full advantage of the "Pre Clear" process you need to come in at least 21 days before your departure date.

**Why do I need clearing papers?** We know PSCing is a busy time and clearing papers help to make sure that you do not forget to out-process agencies you may have had business with. Also, the CPF is responsible for ensuring that Stuttgart community members clear accountability areas such as Vehicle Registration, the VAT Office, and Housing properly.